




Index of Guidance Documents

The Kansas Board of Cosmetology hereby designates the following as “guidance documents” as defined by K.S.A. 77-438(a)(2).

Pursuant to K.S.A. 77-438(d), I hereby certify that the Guidance Document Index has been filed with the Secretary of State. I further certify that the Guidance Document Index and all included guidance documents have been filed with the Joint Committee on Administrative Rules and Regulations, and are available to the public via the Kansas Board of Cosmetology’s website: <http://www.kansas.gov/kboc/>.


Chiquita C. Coggs
Executive Director
Kansas Board of Cosmetology

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Policy – Application for Licensure by Felon

Policy Number: 001-12

Approved by the Board: February 13, 2012

Last Updated: January 18, 2012

- I. Purpose
 - a. The purpose of this policy is to provide guidelines for the Board to handle applications for licensure that indicate the applicant has been convicted of a felony.
- II. Authority
 - a. The Board may refuse to issue or renew a license, or revoke, suspend, censure, limit or condition a license for conviction of a felony unless the applicant or licensee is able to demonstrate to the Board's satisfaction that such person has been sufficiently rehabilitated to warrant the public trust. K.S.A. 65-1908(a)(2).
- III. Policy and Procedures
 - a. All licensees with new felony convictions or first-time applicants are issued a letter requesting documentation including:
 - i. Felony Information Regarding Conviction Form
 - ii. Information Regarding Monitoring Form or Discharge paperwork
 - iii. Certified copies of court documents – charges, convictions, sentencing orders, discharge papers
 - b. Documentation is reviewed and appropriate action is taken
 - i. Applicants under supervision or monitoring are issued a Summary Proceeding Order refusing licensure and are required to appear before the Board Disciplinary Panel to demonstrate they have been sufficiently rehabilitated to warrant the public trust
 - ii. Applicants who have been convicted of a person felony or felony of a sexual nature are issued a Summary Proceeding Order refusing licensure and are required to appear before the Board Disciplinary Panel to demonstrate they have been sufficiently rehabilitated to warrant the public trust
 - iii. Applicants who were released from supervision less than one year prior to the date of application are issued a Summary Proceeding Order refusing licensure and are required to appear before the Board Disciplinary Panel to demonstrate they have been sufficiently rehabilitated to warrant the public trust
 - iv. Applicants who were released from supervision more than one year prior to the date of application are automatically issued a license
 - v. Applicants who fail to submit documentation within 15 days (as requested) are issued a Summary Proceeding Order refusing licensure and are required to appear before the Board Disciplinary Panel to demonstrate they have been sufficiently rehabilitated to warrant the public trust
 - c. Licensees under supervision or monitoring or who have been granted conditioned licenses are required to reappear before the Board Disciplinary Panel at every renewal or reapplication

- d. Licensees who have been discharged from supervision are required to continue to mark the felony box on all subsequent documentation, but are not required to reappear before the Board Disciplinary Panel
- e. Licensees with felony convictions that have been expunged are not required to mark the felony box and are not subject to disciplinary action for their felony conviction



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Policy – Disciplinary Action for Health/Sanitation Violations

Policy Number: 002-12

Last Updated: January 18, 2012

- I. Purpose
 - a. The purpose of this policy is to provide disciplinary action based on a pattern of excessive health and sanitation violations at an establishment.
- II. Authority
 - a. The Board may refuse to issue or renew a license, or revoke, suspend, censure, limit or condition a license for failure to comply with the sanitation standards prescribed by the Secretary of Health and Environment pursuant to K.S.A. 65-1,148, and amendments thereto. K.S.A. 65-1908(a)(1).
 - b. If the Board determines that an individual has violated subsection (a), in addition to any other penalties imposed by law, the Board, in accordance with the Kansas administrative procedure act, may issue a cease and desist order against such individual or may assess such individual a fine of not to exceed \$1,500, or may issue such order and assess such fine. In determining the amount of fine to be assessed, the Board may consider the following factors: (1) Willfulness of the violation, (2) repetitions of the violation and (3) risk of harm to the public caused by the violation. K.S.A. 65-1908(d).
- III. Policy and Procedures
 - a. Health and sanitation violations are reviewed on a case-by-case basis. The Board monitors establishments for a pattern of excessive violations before taking disciplinary action against an establishment.
 - b. The levels of violations (per inspection) are as follows:

i. Low Range	1-3 violations	Acceptable
ii. Mid Range	4-5 violations	Remedial Action Required
iii. High Range	> 5 violations	Excessive
 - c. Result of Inspection
 - i. Inspections resulting in low range violations are considered an acceptable part of the normal day-to-day operations of an establishment and are merely reported.
 - ii. Inspections resulting in mid range violations are of concern to the Board. For all inspections resulting in more than three violations, remedial action is required. The Board sends paperwork to the establishment to be completed and returned. The establishment is then monitored for compliance with the health and sanitation regulations of the Board.
 - iii. Inspections resulting in high range violations are considered excessive and unacceptable. In addition to remedial action, the Board may conduct additional inspections to monitor the progress of the establishment in making the necessary corrections and complying with the health and sanitation regulations of the Board.

d. Disciplinary Action

- i. If an establishment has five or more inspections resulting in violations in the mid range, the Board will issue a Summary Proceeding Order assessing a fine based on the most recent inspection (\$50 per violation) and condition the establishment license for one year.
- ii. If salon has three or more inspections resulting in violations in high range, the Board will issue a Summary Proceeding Order assessing a fine based on the most recent inspection and condition the establishment license for one year.
- iii. The conditions of the license may be as follows:
 1. License is conditioned for one year from the effective date of the order.
 2. All employees/practitioners at the establishment must attend a mandatory infection control seminar. The establishment must contact the Board office within 20 days of the effective date of the order to schedule the seminar with the inspector. The seminar must be held within 60 days of the effective date of the order.
 3. The establishment will be subject to monthly inspections for the conditioned year. The Board will be reimbursed \$50 per inspection (to be paid within thirty days of each inspection).
 4. If the establishment has no more than three infection control violations and no licensure violations reported at the monthly inspections for the first six month period during the one year conditioned period, and have complied with each of the above provisions, and the fine has been paid in full, the conditions on the license will be lifted.
 5. Failure to abide by the conditions set forth by the Board may result in revocation of Respondent's establishment license.



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Policy – Verification of Body Art Completed Procedures

Policy Number: 003-12

Approved by the Board: February 13, 2012

Last Updated: February 14, 2012

- I. Purpose
 - a. The purpose of this policy is to explain the verification process for completed procedures for body art licensure applicants and body art trainer applicants.
- II. Authority
 - a. An applicant for licensure shall pay a non-refundable fee established by rules and regulations adopted by the Board and shall show to the satisfaction of the Board that the applicant has submitted evidence of completion of education or training prescribed and approved by the Board as follows: has performed at least 50 completed procedures. K.S.A. 65-1943(a)(4)(A).
- III. Policy and Procedures
 - a. Licensure as a body art practitioner requires completion of 50 procedures. Pursuant to K.S.A. 65-1943 and K.A.R. 65-15-2, the applicant must show to the satisfaction of the Board that this has been accomplished.
 - b. The Board will confirm satisfaction of this requirement as follows:
 - i. Verification of the completed procedures is confirmed by review of release forms submitted by the applicant for each procedure.
 - ii. The Board has approved a Universal Release Form which shall be used for all procedures completed in Kansas after March 31, 2012.
 - iii. Release forms shall be considered complete or incomplete only to the extent required by the Board, pursuant to K.A.R. 65-15-15.
 - iv. Out-of-state equivalent course of study:
 - 1. If release forms are not required in the state where the applicant was trained or they are otherwise unavailable, the applicant must submit to the Board an affidavit indicating completion of the required 50 procedures in accordance with K.S.A. 65-1943 and K.A.R. 65-15-2.
 - 2. The applicant's trainer must submit to the Board an affidavit indicating the apprentice completed the required 50 procedures in accordance with K.S.A. 65-1943 and K.A.R. 65-15-2.
 - 3. Additionally, the applicant may submit release forms for procedures completed after the apprenticeship or training period.
 - 4. This documentation will be reviewed on a case-by-case basis.

A handwritten signature in blue ink, reading "Chiquita C. Coggs", is written over a horizontal line.

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Policy – Establishment Licensure

Policy Number: 004-12

Approved by the Board: January 9, 2012

Last Updated: May 29, 2012

I. Purpose

- a. The purpose of this policy is to provide guidelines for the Board to handle applications for establishment licensure regarding review of applications, compliance inspections, licensed practitioner requirements, property ownership, multiple establishment licenses in one physical location, dually-licensed barbering and cosmetology establishments, prior occupants or licensees, and health and sanitation violations.

II. Authority

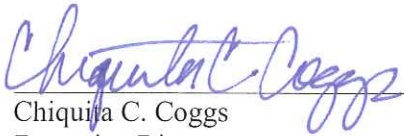
- a. Any licensed cosmetologist, esthetician, electrologist, manicurist, or person desiring to establish a salon or clinic shall make application, on a form provided, to the Kansas state board of cosmetology, accompanied by the new salon or clinic license fee established under K.S.A. 65-1904, and amendments thereto. Upon filing of the application, the board shall inspect the equipment as to safety and sanitary condition of the premises and if the equipment and premises are found to comply with the rules and regulations of the secretary of health and environment and the rules and regulations of the Kansas state board of cosmetology, the board shall issue a new salon or clinic license. K.S.A. 65-1904a(a).
- b. An establishment license shall be valid only for the premise named in the license. A licensee shall notify the Board, in writing, within 15 days of a sale or other change of ownership of the establishment. K.A.R. 69-6-2.
- c. When any establishment is permanently closed, the holder of the establishment license shall notify the Board, in writing, and surrender the establishment license within 10 days of closing. K.A.R. 69-6-7.
- d. Also see Attorney General Opinion No. 90-41

III. Policy and Procedures

- a. Establishment licenses may only be issued to applicants who meet all licensure criteria
 - i. See KAR 28-24-5 and 28-24-13
 - ii. Licensed Practitioner
 1. An applicant for establishment licensure shall include in the application the name and license number of at least one licensed practitioner that will be providing services at the establishment
 - iii. Compliance Inspection
 1. When the completed application information and fee have been received by the Board, a Board inspector will contact the applicant to schedule a compliance inspection as close to the anticipated date of opening as possible
 2. Compliance inspections will only be rescheduled if the applicant contacts the Board before noon of the preceding business day

3. At the time of the compliance inspection, the applicant shall have the establishment set up, in working order, and ready for business. The applicant, or a designated facility manager or licensee, shall be required to correctly demonstrate certain sanitation and disinfecting procedures to the inspector and shall meet all health and sanitation requirements for the establishment in order to pass
 4. If, for any reason, the applicant fails the compliance inspection, the application will be denied
- iv. Review by Board
 1. If the application requires review by the Board, the Board shall send the applicant a letter indicating that a Board review must be completed
 2. The letter shall:
 - a. be sent within 15 days of receipt of the completed application,
 - b. include the date of the scheduled Board review, and
 - c. designate a contact person for the applicant
 - b. Number of Establishment Licenses Required/Allowed
 - i. An establishment which houses one or more licensees is required to have at least one establishment license (KSA 65-1902(a)(10) and (11))
 - ii. Multiple establishment licenses may be allowed where:
 1. The property owner or leasee of the entire space is unlicensed and not involved in the practice of cosmetology, nail technology, esthetics, or electrology; **AND**
 2. There are separate and distinct rooms designated for individual booth renters which independently meet all the requirements for establishment licensure, except that any or all of the following may be shared among the licensees:
 - a. Restroom
 - b. Kitchenette or Break Room area
 - c. Laundry facility
 - a. Health and Sanitation Violations
 - i. For a single-license establishment, violations may result in legal action against the establishment license holder.
 - ii. For a multi-license establishment, violations in the common areas may result in legal action against every establishment license holder that was open and/or providing services to consumers at the time of inspection/violation.
 - iii. For a dually-licensed barbering and cosmetology establishment, all violations will be reflected on the cosmetology inspection report and may result in legal action against the cosmetology establishment license holder that was open and/or providing services to consumers at the time of inspection/violation.
 1. Inspection will be made of the entire establishment, not just cosmetology areas or common areas
 2. No inspection will be made of barbers' personal drawers or bags
 - b. Change of Ownership
 - i. To add or remove Owner(s), ALL owners on record are required to complete and sign an Affidavit for Change of Salon Ownership

- ii. To open an establishment at a location with an active establishment license (shop sale or purchase), the prior establishment owner must complete and sign an Affidavit for Change of Establishment Ownership / New Applicant
- c. Tax ID for LLCs, LLPs, and Corporations
 - i. Applicants for establishment licensure whose owner of record is a company (LLC, LLP, or Inc.) must provide a valid Tax ID to the Board.


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Policy – Duplicate and Replacement Licenses

Policy Number: 005-12

Last Updated: January 19, 2012

- I. Purpose
 - a. The purpose of this policy is to provide instructions for how and when a duplicate or replacement license may be issued to a licensee or establishment.
- II. Authority
 - a. The Board may refuse to issue or renew a license, or revoke, suspend, censure, limit or condition a license for the obtaining of, or the attempt to obtain, a license by fraudulent misrepresentation or bribery. K.S.A. 65-1908(a)(5).
 - b. The following fees shall be charged: Fee for a duplicate of any license - \$25.00. K.A.R. 69-11-1.
- III. Policy and Procedures
 - a. If the Board has issued a license and it has not been received, the applicant for licensure must wait at least 15 days before reporting they have not received it. This is to allow for delivery time.
 - b. After 15 days have elapsed, the licensee can visit the KBOC website and access the Application for Duplicate License form, indicating that they never received the license. A new license will be printed, stamped as a duplicate, and placed in the mail. No fee will be charged.
 - c. After 30 days have elapsed, a \$25 fee will be assessed for issuance of the duplicate license.
 - i. Note: All timelines are determined based on the date the original license was placed in the mail.

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Policy – Body Art Licensure Examination

Policy Number: 006-12

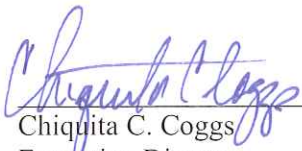
Last Updated: January 19, 2012

- I. Purpose
 - a. The purpose of this policy is to provide guidelines for examinees regarding the licensing exam for tattooing, permanent color technician, and body piercing..
- II. Authority
 - a. An applicant for licensure shall pay a non-refundable fee established by rules and regulations adopted by the Board and shall show to the satisfaction of the Board that the applicant has successfully completed an examination approved, administered or recognized by the Board. K.S.A. 65-1943(a)(4)(F).
 - b. The powers and duties of the Board as related to this act are as follows: to appoint representatives to conduct or supervise the examination of applicants for licensure; to designate the time and place for examining applicants for licensure. K.S.A. 65-1948(c)-(f).
 - c. Also see K.A.R. 69-15-6, K.A.R. 69-15-7, and K.A.R. 69-15-8.
- III. Policy and Procedures
 - a. Examination Eligibility
 - i. Submit application and appropriate fees to the Board
 - ii. Application must meet requirements of the Board
 - iii. Applicant must be working in a licensed facility under the direct supervision of a Board-approved, licensed trainer.
 - b. Location of Examination
 - i. Both exams will be conducted at a location designated by the Board
 - c. Failure to Appear for Examination
 - i. Examinees who do not show for the scheduled examination will not be automatically rescheduled. The applicant must contact the Board to reschedule the exams and a new examination fee will be charged.
 - ii. Examinees who are physically unable to appear at the scheduled examination, after a written explanation is accepted by the Board, will be rescheduled without a fee.
 - d. Examination Scoring
 - i. Passing Score
 1. Practical Exam – 75%
 2. Written Exam – 75%
 - ii. Results will be provided at the conclusion of examination. No results will be provided over the phone.
 - iii. If the examinee passes both the written and practical examinations, he/she will receive an initial license application which must be completed and returned to the Board office in person, or by mail, fax or email.

- iv. If the examinee fails one or both examinations, a re-take examination may be scheduled and a new examination fee will be charged for each examination that must be re-taken.
- e. Instructions for Examinee
 - i. Examinees are required to use a live model, but will be doing only a mock demonstration.
 - 1. Models must be present with the examinee to begin at the scheduled time
 - 2. Models must be appropriate for examination purposes
 - ii. Examinees are not allowed to leave the testing area without permission, including use of the restroom and leaving at the end of the examination. Examinees are not allowed to leave the testing site at any time during the examination.
 - iii. No children are allowed in the testing area.
 - iv. Examinees are responsible for their own supplies and equipment.
 - v. Examinees must follow all appropriate public protection and infection control rules that will assure the health, safety, and welfare of the public during all phases of the examination.
 - vi. Examinees will be evaluated on their appearance and personal hygiene.
 - vii. The exchange of information related to exam performances is prohibited between examinees and/or models during the examination.
 - viii. Discussion between the examinee and the model should be minimal and related to an artist-client need-to-know basis.
- f. Practical Examination
 - i. Mock demonstration on a live model.
 - 1. Notes
 - a. All procedures will be followed and completed except inserting a needle into the skin
 - b. For body piercing, examinee may use a taper into existing piercing as if it were the initial piercing.
 - 2. Components of Examination
 - a. Preparation of the work area
 - i. Proper hand-washing technique
 - ii. Disinfecting work area
 - iii. Use of appropriate equipment and cleaning methods
 - b. Client consult and preparation
 - i. Tattoo / Color Tech
 - 1. Pre-service information
 - 2. Client record completion
 - 3. Review of client health history
 - 4. Design selection and placement
 - 5. Preparation of selected design
 - ii. Body Piercing
 - 1. Piercing selection of client and its specific pros/cons, including side effects
 - 2. Healing time and side effects of selected piercing
 - 3. Aftercare

- a. Verbal
 - b. Written
 - 4. Jewelry selection
 - 5. Client record completion
 - c. Demonstration of procedure, including aftercare
 - i. Tattoo / Color Tech
 - 1. Appropriate cleaning and preparation of skin
 - 2. Application of selected design
 - 3. Set-up of tattoo machine
 - 4. Insertion of needle into tube
 - 5. Proper dispersion of pigment into container
 - 6. Application of ointment
 - 7. Stretch of skin
 - 8. Cleaning and dressing site
 - 9. Giving aftercare instructions
 - a. Verbal
 - b. Written
 - 10. Portfolio of work – at least 5 photos
 - ii. Body Piercing
 - 1. Assemble necessary equipment and supplies
 - 2. Preparation of client
 - 3. Use of necessary equipment to complete procedure
 - 4. Insertion of jewelry tube
 - 5. Proper disposal of contaminated equipment
 - 6. After treatment of procedure
 - 7. Reinforcement of aftercare instruction
 - d. Post clean-up
 - i. Disassembling of tattoo machine (tattoo only)
 - ii. Proper disposal of all materials
 - iii. Pre-autoclaving preparation
 - iv. Disinfecting work area
- ii. Minimum Standards
 - 1. Reasonable amount of sterilized equipment
 - a. Tattoo/Color Tech – number of sterilized tube/needle set-ups (3 days of volume work)
 - b. Body Piercing – forceps, tapers, receiving tubes, pliers, etc (enough to cover for event)
 - 2. Autoclave sterilization of equipment and supplies
 - 3. Color indicator autoclave bags
 - 4. Tubes cleaned prior to autoclaving
 - 5. Biohazard sharps container for disposal of all sharp objects
 - 6. Single use needles
 - 7. Jewelry (body piercing only)
 - a. Prepackaged and sterilized
 - b. Provided by the piercer for a new piercing

- c. Compatible with piercing services
- 8. Transfers (tattoo/color tech only)
 - a. Disposable single use transfers
 - b. Single use transfer substance
- 9. Dressings (tattoo/color tech only)
 - a. Sanitary non-adhesive dressings
 - b. Suitable skin tape
- 10. Pens/pencils that can be sanitized or single use
- 11. Antibacterial hand-washing soap
- 12. Gloves
- 13. Single use or sanitized between-use razors
- 14. Single use ointment
- 15. Single use pigment cups
- 16. Single use paper products
- 17. High-level disinfectant
- 18. Covered waste receptacles
- 19. All equipment must be single use or have the ability to be sterilized
- 20. All bottles labeled
 - a. If you are bringing an autoclave sterilizer, exam proctor must see a recent spore test result from the last month
- 21. Pre-service information (possible reactions, side effects, complications)
- 22. Client record: name, address, date of birth, date and type of service, special instructions, notations on medical and/or skin conditions
- 23. Written and verbal aftercare instructions
- 24. License posted in work area, clearly visible to public
- 25. Also see K.S.A. 65-1953 and K.A.R. 69-15-15



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Policy – Field Study Requests

Policy Number: 008-12

Approved by the Board: February 13, 2012

Last Updated: February 17, 2012

- I. Purpose
 - a. The purpose of this policy is to provide guidelines for the Board to approve or deny field study requests from schools prior to and following attendance at outside events.
- II. Authority
 - a. Each school licensed under this section shall remain under the constant supervision of the Board. K.S.A. 65-1903.
 - b. Each licensed school shall provide a course of instruction and practice in preparation for the profession of cosmetology, nail technology, esthetics, or electrology, which shall include those core areas of education as determined and defined by the Board. K.S.A. 65-1903.
- III. Policy and Procedures
 - a. Approved Form
 - i. Schools seeking approval for field studies must complete the Board approved Field Study Request Form which can be found on the KBOC website.
 - ii. Requests will be reviewed for completion of the form
 - iii. Prior approval must be submitted to the Board at least ten (10) days in advance of the event.
 - iv. Approval after an event must be submitted to the Board no later than ten (10) days following the event.
 - b. Criteria for Review and Approval
 - i. Content must be applicable to the curriculum approved by the Board
 - ii. Number of hours requested
 1. Must be within the number of hours offered at event
 2. No more than seven (7) hours per day will be awarded to account for breaks and meals
 - iii. Organization or person conducting the event must be qualified
 - iv. Verification that event exists
 1. Attached media
 2. Website links
 3. Flyers or other documentation
 - v. Listing of all students attending the field study
 - vi. Supervising instructor(s) signed form and have valid instructor and practitioner licenses
 - vii. Meet the 1:25 instructor to student ratio
 1. No more than one instructor in training is included in the 1:25 ratio

2. Each instructor in training is accompanied by an instructor
 3. Instructors in training and supervisors must be notated as such on form
- viii. Director signed form acknowledging and approving field study request
1. If the director/manager is including him/herself as an instructor counting toward the 1:25 ratio, must be notated as such on form



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Policy – Open Records Requests

Policy Number: 009-12

Last Updated: November 9, 2012

- I. Purpose
 - a. The purpose of this policy is to provide office staff with parameters for accepting, charging for, and complying with open records requests.
- II. Authority
 - a. It is the public policy of Kansas that public records shall be open for inspection by any person unless otherwise provided, and this act shall be liberally construed and applied to promote such policy. K.S.A. 45-216(a).
 - b. The burden of proving an exemption from disclosure is on the agency not disclosing the information. *State Dept. of SRS v. Public Employee Relations Board*, 249 Kan. 163, 170 (1991). K.S.A. 45-218.
 - c. The Act applies to public records (not to private records): Public records are defined as any recorded information, regardless of form or characteristics, which is made, maintained or kept by or is in the possession of any public agency. K.S.A. 2008 Supp. 45-217(g).
- III. Policy and Procedures
 - a. Designated Agent
 - i. The Board shall designate a member of the office staff to manage and maintain all open records requests made to the agency.
 - ii. All open records requests shall be made to the designated agent of the Board.
 - b. All parties interested in open records must complete and submit the Information Request Form. The requestor must sign and notarize the Certificate of Compliance.
 - c. The Board will investigate the request to ensure compliance with the Kansas Open Records Act and generate a Fee Statement For Open Records Request as follows:
 - i. Pre-generated lists
 - 1. No charge for lists or information generally available to the public
 - 2. No charge for lists that are pre-generated and readily available to the agency without any research or preparation
 - ii. Compilation lists
 - 1. \$40.00 charge for short lists including:
 - a. Searches of 4 or fewer counties/cities
 - b. Body art searches
 - 2. \$80.00 charge for long lists including:
 - a. State-wide searches
 - b. Searches of more than 4 counties/cities
 - c. Searches including any of the following counties:
 - i. Johnson
 - ii. Sedgwick
 - iii. Riley

- iii. Research and Preparation
 - 1. \$20.00 per quarter hour
 - 2. This service includes research into individual records, redacting, summarizing documentation, or copying documentation
 - 3. The Board staff member that will be doing the research and request preparation should estimate the time required
- iv. Processing Fee – flat \$5.00 fee applied to each request
- v. Shipping or Postage – determined on a case by case basis
- vi. Faxing Fee - \$0.25 per page local, \$0.50 per page long distance
- vii. Copying charge (US mail requests, only) – \$0.25 per page
- d. The Fee Statement should be sent to the requestor to complete and return with full, non-refundable payment of the total fee.
- e. Upon receipt of the quoted, non-refundable fees, the designated agent will carry out the request with the assistance of any additional office staff, as necessary, and provide it to the requestor in the requested format.


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Policy – Verification of Body Art Trainer Application

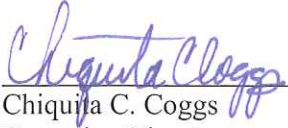
Policy Number: 010-12

Approved by the Board: March 12, 2012

Last Updated: March 28, 2012

- I. Purpose
 - a. The purpose of this policy is to provide guidance for Board office staff in verifying and approving body art trainer applications.
- II. Authority
 - a. An applicant seeking a license as a trainer shall: pay any fees set by the Board; concurrently maintain a practitioner's license; have no more than one apprentice at any time; and maintain direct supervision of the apprentice. K.S.A. 65-1943(e).
- III. Policy and Procedures – K.A.R. 69-15-3
 - a. Each applicant shall apply on forms provided by the Board.
 - b. Each application shall include:
 - i. The applicant's current, valid Kansas permanent color technician, body piercing technician, or tattoo artist license number
 1. Licensure will be verified
 2. Board records will be reviewed for disciplinary action taken against applicant for previous five-year period
 - ii. The applicant's proposed training syllabus
 1. Documentation will be reviewed to ensure that it meets all requirements of K.A.R. 69-15-2(b) or (c)
 - iii. The name and address of the licensed facility where training will be provided
 1. Licensure will be verified
 - iv. Verification of sufficient training and practice (must have 1 and 2):
 1. Full-time, active practice will be verified by submission of a notarized *Work Certification* form in accordance with the following requirements:
 - a. Permanent color technician trainer or tattoo artist trainer applicant – five years of full-time, active practice
 - b. Basic body piercing trainer applicant – two years of full-time, active practice
 - c. Advanced body piercing trainer applicant – four years of full-time, active practice
 2. Proficiency in procedures will be verified by submission of sufficient completed procedures (Guidance Document 003-12):
 - a. Basic body piercing trainer applicant shall submit verification of proficiency in all seven basic procedures

- b. Advanced body piercing trainer applicant shall submit verification of proficiency in all basic and advanced piercings



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Policy – Late Application for Apprentice Licensure

Policy Number: 011-12

Approved by the Board: May 14, 2012

Last Updated: June 6, 2012

I. Purpose

- a. The purpose of this policy is to provide guidelines for the Board to handle applications for apprentice licensure that are submitted more than 15 days after the applicant's enrollment in school.


II. Authority

- a. Application for an apprentice license allowing a person to practice in a licensed school shall be submitted to the Board not more than 15 days after the person's enrollment in the school. K.S.A. 65-1912(a).
- b. The Board, in accordance with the provisions of the Kansas Administrative Procedure Act, may refuse to issue or renew a license, or revoke, suspend, censure, limit or condition a license for failure to comply with any provision of this act, with the rules and regulations of the Board of Cosmetology or with any order issued by the Board. K.S.A. 65-1908(a)(2).

III. Policy and Procedures

- a. Triggering Event: Application for Apprentice Licensure is received by the Board more than 15 days after an applicant's reported start date
- b. Documentation is reviewed and appropriate action is taken
 - i. The applicant's start date will be re-dated to reflect the 15 day timeline
Example:

Original Start Date:	January 1
Application Received:	January 21
New Start Date:	January 6
 - ii. The Board will send a letter to the school and the applicant reporting the new start date, citing the relevant law and violation, and requesting an accounting of all training hours completed by the applicant
 - iii. Upon receipt of the applicant's training hours, the legal office (as directed by the Board) will review the training hours and decline acceptance of all hours completed during the unlicensed period (time between original start date and new start date)
 - iv. The Board will send a letter to the school and the applicant reporting the hours that will be accepted for the applicant's training


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Policy – Address Changes

Policy Number: 012-12

Approved by the Board: September 10, 2012

Last Updated: September 24, 2012

- I. Purpose
 - a. The purpose of this policy is to provide guidelines for the Board to update current practitioner and licensee addresses, emails, and phone numbers in the licensee database.
- II. Authority
 - a. The Board may adopt rules and regulations as may be necessary for the administration of matters within the jurisdiction of the Board. K.S.A. 74-2702a.
- III. Policy and Procedures
 - a. Initial Licensure
 - i. For all initial licensure applications, the applicant must provide a current copy of their government-issued photo identification
 - ii. The address listed on the ID must match that listed on the licensure application
 - iii. Applicants for examination will not be admitted into the testing site without a valid, government-issued photo ID which reflects their current address
 - b. Address Changes
 - i. Online
 - 1. In the process of renewing a license online, licensees may review the address on record and make necessary changes
 - 2. User ID and password are required to access the online account and make changes
 - 3. User ID and password can be created by entering the license number and confidential registration code
 - ii. Paper/Phone/Email
 - 1. Requests for address change received on paper, by email, or over the phone may be updated if the licensee can verify the personal identification criteria
 - 2. Personal Identification Criteria:
 - a. Social Security Number
 - b. Date of Birth
 - c. Previous Address on Record
 - 3. Download Name/Address change form on www.kansas.gov/kboc, complete, sign and forward to KBOC office
 - iii. Other
 - 1. Office staff will automatically update addresses when a forwarding address is received from the U.S. Postal Service

2. Office staff will automatically update addresses when a signed, paper renewal is received with a corrected address
3. Office staff will automatically update addresses when a copy of a valid, government-issued photo identification is received

c. Facilities

- i. PO Box or C/O addresses may be used for facilities that are physically located in the same zip code as the PO Box or C/O address
- ii. If the establishment has not received an inspection within the previous six month period, the physical location of the establishment must be verified by the Board office staff prior to updating an address to a PO Box or C/O address



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